

Preston's College

Minutes of the Quality and Standards Committee Meeting held on 20th October 2016 at 5:30pm in the Board Room at Preston's College

Present:

Dr A Jones (Chair)
Cllr R Boswell
Mrs A Markland
Mr T Readett
Dr L Smith (Principal/Chief Executive)
Mr J Wilson

In attendance:

Mr C Wood (Vice Principal - Excellence & Learning)
Mr S Fell (Clerk to the Corporation)
Mr P McMellon (Assistant to the Clerk)
Mr M Noblett (Assistant Principal - Excellence and Learning)
Mrs M Haworth (Assistant Principal - Excellence and Learning)
Mrs L Noblett (Head of Learner Experience)
Mr R Gholamali (Head of Sch – Sp't Sc'nce, F'ness & W'being) Items 38-42
Ms F Bramwell (Head of Sch – The Experience Economy Items 38-42)
Ms V Caparros (Head of Sch – Skills Devel & Community) Items 38-42
Ms S McKenna (Head of Sch – Prof & Business Services) Items 38-42

38. Welcome and Apologies

The Committee noted that apologies had been received from Ms D Hemsley, Ms L Hornsby and Councillor J Morgan.

39. Declarations of Interest

No declarations of interest were made.

40. Minutes of the Meeting held on 9th June 2016

Resolved: That the Minutes be agreed as a true record and be signed by the Chair.

41. Matters Arising

There were no matters arising.

42. School Review Presentations

Mr C Wood introduced Heads of School for Sport Science, Fitness & Wellbeing (Mr R Gholamali), The Experience Economy (Ms F Bramwell), Skills

Development & Community (Ms V Caparros) and Professional & Business Services (Ms S McKenna).

Each Head of School then gave a presentation covering their areas of responsibility, recent performance data, challenges and priorities and key strengths and impact.

Committee members considered the information provided. Issues which were discussed included:

- (i) Growth in Counselling and Fire Service apprenticeship numbers;
- (ii) Learner attendance improvement strategies;
- (iii) GCSE English & maths 'embedding' strategies;
- (iv) GCSE English & maths performance statistics including year-on-year and against national levels; and
- (v) GCSE English & maths in the schools' sector.

There was further consideration of learner attendance strategies, initiatives and outcomes. The GCSE English and maths position was also considered at length. It was noted that both these matters would be covered in depth at future meetings of the Committee, including in the context of the OCCIF/SAR and QIP reports.

The Chair thanked the Heads of School for their presentation.

43. Outcomes for Learners – 2015/16

Mr M Noblett presented the report on learner outcomes in 2015/16. He reminded the Committee that the previous year (2014/15) had seen a decline in the College's performance on learner outcomes. He then elaborated on the range of changes and new initiatives applied in 2015/16.

The Committee then examined each of the tables in the report, noting where more up-to-date figures confirmed the broad pattern of improvement.

The arrangements for more effective monitoring of apprenticeships were discussed. Challenges in the retention of apprentices (e.g. in Construction) were noted.

The Committee then considered the 'Strengths and Areas for Improvement' and concluded that these reflected accurately the current position.

The Committee concurred with the Chair's assessment, that considerable improvements had been achieved in 2015/16.

Resolved: That the improved picture in relation to 2015/16 outcomes for learners be noted.

44. College Dashboard

Mrs M Haworth presented the 'live' dashboard tables. She confirmed that the dashboards served to assist College Management at various levels in identifying/confirming where performance was strong or could be improved. She referred to the learner attendance tables and charts as examples.

The Committee discussed how early leavers were tracked and how various strategies were applied (including at other colleges) to improve performance. The information on learner behaviour/discipline was also discussed.

The Principal/CE reminded the Committee that the various data sources on the dashboard ought not to be read in isolation, given that so many facets were closely interrelated. She also confirmed that the reported performance levels reflected the College's significant commitment to learners with personal challenges.

The Chair reminded Committee members that the dashboard, which was updated in real time, was accessible to all Governors through the Governor Portal via the College website.

Resolved: That the contents of the College Dashboard be noted.

45. One College Continuous Improvement Plan Self-Assessment Report – 2015/16 Annual Report

Mr C Wood reminded the Committee about the 'One College Continuous Improvement Framework (OCCIF) introduced in the previous academic year. He then drew attention to three key documents now presented for the Committee's consideration. The documents were (a) Quality Improvement Plan 2015/16 – Final Closedown, (b) OCCIF Executive Summary Report on 2015/16 and (c) Quality Improvement Plan 2016/17.

Mr Wood explained that all three documents, together with the full OCCIF Report on 2015/16, would be made available to Committee members and all other Board Members via the Governor Portal. At the November meeting of the Committee, full consideration would be given to the contents of the documents.

Mr Wood confirmed that the content and format of the documents mirrored Ofsted expectations and measures. He drew attention to the Gradings section of the Executive Summary and outlined the contributory factors behind the summative gradings. The provisional Grade 2 for Overall Effectiveness was noted.

The Chair asked Committee members to ensure that they scrutinised the documents in readiness for the next meeting of the Committee. It seemed clear that Outcomes for Learners represented a key area of challenge. It was also agreed that identification of a few 'top priorities' would provide for a productive way forward. The Committee considered the nine Key Areas (for Improvement) in the QIP Tracking & Monitoring section of the Executive Summary, and

concurred that these should be the basis of reporting and monitoring at the Committee. Mr J Wilson suggested that 'tours' of the College's teaching areas would be extremely useful for understanding and triangulating the data.

The Principal/CE asked Committee members to reflect objectively on the document contents and to satisfy themselves that the reports, data and proposed gradings reflected the College as they knew it. Any interim queries or comments on the documents contents should be shared with Mr Wood or with the Committee Chair.

Resolved:

- (i) That the draft Executive Summary 2015/16 OCCIF Annual Report be received.**
- (ii) That Committee Members review the Executive Summary (and the indicative gradings therein) and associated documents with a view to full discussion at the next meeting of the Committee.**
- (iii) That comments from Committee members in respect of the documents be emailed to the Chair or Mr Wood.**

46. Learner Experience (including Safeguarding) Update Report

Mrs L Noblett drew attention to a number of key points in the comprehensive report presented to the Committee.

Aspects of the report discussed by the Committee included SEND/High Needs funding (and the 78 learners in the current academic year), the significant (i.e., 45%) proportion of the College's overall learners with identified special needs, staff training, the favourable outcome from the recent Prevent audit, bursary allocations, the new Student Manager roles and the learner attendance initiative. The Committee also noted the updates on the Anti-Bullying arrangements, the late induction innovation, and the impact on learner behaviour and discipline of the new Student Contract. Measures to enhance 'Learner Voice' channels were noted and the position with regard to the capturing of learner destination data was discussed.

In thanking Mrs Noblett and College staff for the impressive performances which lay behind the achievement and endeavours now reported, the Chair reminded Committee Members that completion of their own annual safeguarding returns was also an important priority.

Resolved: That the Learner Experience (including Safeguarding) Update Report be noted.

47. Date of Next Meeting

The next meeting of the Committee will take place at 5.30pm on Thursday, 24th November 2016.